

TAX SEASON REMINDERS:

In effort to serve you as efficiently as possible we've continued several policies which went into effect last year.

- **NEED TO SCHEDULE YOUR TAX APPOINTMENT OR NEED A COPY OF SOMETHING?** Please make all requests through Betty at 262-925-7017 or betty@solsoncpa.com
- **FAFSA:** If you need your tax return completed so that you can complete a FAFSA you must have your appointment scheduled with us no later than February 15th.
 - Please NOTE: It is acceptable to use last year's income to complete your FAFSA as many people are unable to file their tax return by Feb 15. Questionnaire
- **VOIDED CHECK:** If you want your tax refund direct deposited and/or your tax liability taken out by direct deposit, you must provide a voided check even if there has been no change in your account since the filing of your return last year.
- **STATUS UPDATES:** We appreciate your patience during this very busy time. Please do not contact the office for an update on the status of your tax return. You will be called when your tax return is ready for pickup. The time we spend giving a status update is time spent away from tax preparation.
- **AVOID TAX RETURN DELAYS:** Please drop off any documentation that we may have requested from you promptly to avoid a delay in the preparation of your tax return.
- **LATE SUBMISSION FEE:** Any client dropping off added tax information after their scheduled appointment and/or initial drop-off WILL BE charged a minimum of a \$50 Late Submission Fee. The exact amount of the fee will be determined by the

amount of time it takes to amend the work that has already been completed.

- **Extensions:** If an extension is filed you may schedule a tax appointment after May 20.

We appreciate your business and are wishing you a prosperous 2018!